

Canadian Fitness Education Services Ltd.

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Instructor Competency Evaluation (ICE)

Candidate's Name _____
 Address _____
 City _____ Telephone (H) _____ (W) _____
 Class Type _____ Level (circle one): Basic / Advanced
 Evaluation Date _____

Key: 1 = Below Standard 2 = Needs Improvement / Below Average 3 = Satisfactory / Acceptable 4 = Good / Above Average 5 = Excellent

PROGRAM COMPONENTS

1) OSTEOFIT Tip :

• Delivery: ___/5 Content: ___/5 Preparedness: ___/5 **Subtotal** **/15**

Skills in Teaching

**Please see reverse side for details*

	Selection of Exercises	Explanation	Safety	Education	Teaching Techniques	
2) Warm up						/25
3) Agility and Balance						/25
4) Muscular Strength						/25
5) Stretch						/25

Comments (specific)

2) Warm-up _____

3) Agility and Balance _____

4) Muscular Strength _____

5) Stretch _____

6) Relaxation and Visualization _____

/5

Professional Leadership Qualities

1. Planning (<i>prepared, organized, adaptable, creative</i>)	1	2	3	4	5
2. Language (<i>voice, body language, suitability</i>)	1	2	3	4	5
3. Manner (<i>enthusiastic, encouraging, motivating</i>)	1	2	3	4	5
4. Attitude (<i>responsible, sincere, professional</i>)	1	2	3	4	5

Comments (general)

Subtotal **/20**

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN

Total **/140**

Name of Evaluator _____

Basic=84/140=60% Advanced =112/140 = 80%

Telephone _____ Address _____

City _____ Postal Code _____

Evaluator's Signature _____ Date _____ Candidate's Signature _____

Osteofit Specialty Designation

Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Osteofit Instructors.

Key: 1 = *Below Standard* 2 = *Needs Improvement / Below Average* 3 = *Satisfactory / Acceptable* 4 = *Good/ Above Average* 5 = *Excellent*

Basic Requirements: The maximum possible score is 140 points. A cumulative score of 83 or less will not be acceptable for registration. A cumulative score of 84 plus (60%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration.

Advanced Requirements: The maximum possible score is 140 points. A cumulative score of 111 or less will not be acceptable for advanced registration. A cumulative score of 112 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (5) must be scored.

Program Components

1. OSTEOFIT Tip

- prepared and knowledgeable
- topic is from core curriculum
- instructor delivers tip in an interactive way
- minimum of 5 minutes

2. Warm up (*limbering of upper, middle, lower body/moderate locomotion*)

- dynamic range of motion for all major joints
- easy limbering of all major joints
- gradual increased rate of circulation
- avoids ballistic stretches
- include rehearsal movements for muscular strength portion of class
- minimum 10 minutes

3. Agility and Balance (*creative, functional approach to reducing fall risk*)

- choice of activities appropriate for ability of participants
- dynamic and static balance exercises included as appropriate
- activities include directional changes
- activities use safe and appropriate speed and reaction time

4. Muscular Strength (*appropriate muscle groups, resourceful approach*)

- alternation of upper and lower body exercises
- emphasis on postural muscles and movements to enhance activities of daily living
- adequate time allowed for strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength principles applied to specific muscles
- maximum 30 minutes

5. Stretch (*appropriate muscle groups*)

- selection of appropriate stretches
- Postural improvements targeted
- correct posture and body placement is demonstrated and taught

6. Relaxation and Visualization (*tension release, muscle relaxation and breathing*)

- progressive relaxation, deep breathing included
- encourages physiological and psychological relaxation
- visualization optional

Skills in Teaching

1. Selection of Exercises (*appropriate flow, variety*)

- exercises involve appropriate muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- exercises are appropriate for stated training effect

2. Explanation (*verbal and non-verbal clarity, amount*)

- clear, concise instructions and demonstration
- expectations are clearly stated before and during class
- instruction progresses from simple to complex

3. Safety (*precautions, correct technique, exercise selection considers limitations of facility*)

- avoidance of high risk exercises for those with osteoporosis
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- placement of chairs and equipment provide for safe bending, lifting and carrying techniques
- recommendations for pacing, breathing and body alignment are given and reinforced
- excessive repetition and rapid ballistic movements are avoided
- correct technique is both demonstrated and taught
- exercise precautions are provided
- provides alternative exercise modifications to adjust intensity
- provides modifications for participants with postural compromises

4. Education (*provides positive learning environment and promotes individual awareness and recognition of needs*)

- able to suggest and demonstrate modifications
- provides opportunity for feedback to and from participants
- promotes cognitive learning

5. Teaching Techniques (*use of space, formation, introduction of new activities*)

- is concerned with maximum comfort for participants
- instructor models safe bending, lifting, and carrying techniques
- exercises and instructions help to develop positive self image for all
- instructor changes teaching position and maintains eye contact
- planning for change of direction, movement, varied formations and maximum use of space
- able to use demonstration with explanation
- novel ideas and equipment incorporated into program

Professional Leadership Qualities

1. Planning (*creative, organized, prepared, flexible to adapt*)

- lesson is creative, interesting
- instructor does not need to refer to lesson plan, or prepare equipment during class
- explanations, demonstrations, formations, and progressions are planned in advance
- lesson meets stated goals and objectives
- instructor is flexible to participants response

2. Language (*voice, body language, suitability*)

- voice is projected at level sufficient for group and size of facility
- instructor adds feeling and expression to comments, avoiding monotone
- clear pronunciation and projection of words
- tone of voice is friendly, encouraging and expressive
- verbal cues compliment demonstrations
- correct use of grammar and basic anatomical terminology
- movements are strong, energetic and precise
- correct technique and body alignment is maintained

3. Manner (*enthusiasm, encouraging, motivating*)

- positive attitude and approach to class
- respectful and polite to all participants
- body language – energetic and enthusiastic
- poised and confident with good sense of humor
- effective communication exchange between instructor and participants
- maintains eye contact and constant observation of class

4. Attitude (*responsible, sincere, professional*)

- instructor is available to spend extra time with individuals
- instructor is punctual and prepared both mentally and physically to focus on participants and class
- able to establish mutual trust and acceptance
- indicates concern for safety and comfort of participants
- demonstrates an enjoyment of teaching and appreciation of the values of fitness
- instructor is available to answer questions and refer to health care professionals as required
- appearance is neat, clean and suitable for activity